

**The Design and Development of
an Indonesian MARC (INDOMARC) Format for
Bibliographic and Authority Records**

A Report of an IDRC Consultancy

by

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Bibliographic and Authority Records

a Report

This is a report of a consultancy mission undertaken for the International Development and Research Council of Canada (IDRC) for the design and development of an Indonesian MARC format (INDOMARC) from 28 June 1986 to 9 July 1986 at the Pusat Dokumentasi dan Informasi Ilmiah (PDII) Jakarta, Indonesia.

The terms of reference for this consultancy are as follows:

- (a) to assist PDII and the National Library of Indonesia to develop a national MARC format for monographs, serials and audio-visual materials;
- (b) to assist in developing a names authority format;
- (c) to advise PDII on their database formats keeping in view the need for compatibility with INDOMARC;
- (d) prior to undertaking this work, to consult with Mr Michael Sherwood of the Information Sciences Division at the Centre's Regional Office for Southeast and East Asia in Singapore.

In respect of (b) above, it was decided to expand the scope of the authority format to include subject authority after discussion with the staff of Pusat Dokumentasi dan Informasi Ilmiah (PDII), National Library of Indonesia and other representatives during the meetings. The revised term of reference for this is as follows:

- (b) to assist in developing a names and subject authority format.

I had the opportunity of meeting with Mr. Mike Sherwood in Singapore enroute to Jakarta on 29 June 1986 to discuss the progress in the development of the acceptance and compatibility of the MARC format in a MINISIS environment. According to Mr. Mike Sherwood, the stage of development at that point in time has been encouraging in relation to version F1 of the MINISIS software package. The adaptation of the MINISIS software for MARC input and processing, together with authority control, appears workable. It would allow records to be written in the MARC format on magnetic tape for exchange purposes.

On arrival at PDII on the morning of 30 June 1986, a brief meeting was arranged with Ms. Luwarsih Pringgoadisurjo, Head of PDII and Mr. Blasius Sudarsono, Head of Library Section of PDII to discuss the requirements and the schedule of the consultancy.

A series of meetings was then held with a Working Committee comprising of 12 representatives from PDII, Perpustakaan Nasional Indonesia (National Library of Indonesia), Pusat Perpustakaan Biologi dan Pertanian, Bogor, Jurusan Ilmu Perpustakaan, Fakultas Sastra, Universitas Indonesia from 30 June to 2 July 1986. (Appendix A).

The meetings dealt with item (a) and the revised item (b) of the terms of reference as stated above.

The consultant briefed the Working Committee on the terms of reference and reported on the progress in the adaptation of the MINISIS software package for accepting input and processing in the MARC format undertaken by Mr. Mike Sherwood. He said that the INDOMARC format will be designed as a multimedia format, incorporating features for data elements for monographs, serials, audio-visual and other materials. In the course of deliberation, it was decided that the format should include elements for indexing and abstracting purposes as most of the major libraries and documentation centres in Indonesia undertake this activity. With this integration and development, it would mean that the total bibliographical resources of the country can be obtained from a single source.

In the design of the INDOMARC format, the consultant indicated it will be aligned more to the MALMARC (Malaysian MARC) format, rather than to the U.S. or U.K. MARC format because of the closer link in practice in the Southeast Asian region. Moreover, the U.S. MARC format has become too elaborate, complex and unwieldy with changes and additions over the years and the adherence to this format would prove difficult and exasperating. It also has different formats for monographs, serials, audio-visual, cartographic and other materials. However, the basic structure of the format, tags, indicators and subfield codes in the INDOMARC format will be quite similar to the U.S. MARC format and conforms to the specifications of ISO 2709.

A draft copy of the Summary of fixed field, variable tags, indicators and subfield codes of the proposed INDOMARC format was presented for discussion.

In view of the fact that the Library of Congress Classification is seldom used, it was decided to drop the tag 050 from the format. However, the Library of Congress card number, tag 010, has been retained for retrieval purposes. In the case of intermediate non-filing and printing elements for author fields to accommodate nonfiling characters and variant forms of spelling in names, it was decided to use subfield codes, \$u, Non-filing characters and \$w, Printing element, in the format. However, it must be stressed that these subfield codes should be used sparingly, only to preserve the filing order of the name elements, including those where the form of spelling has changed over time. For the purpose of the Indonesian national bibliography, the Working Committee agreed that certain fields which are important for the identification of the source materials and the preservation of the materials, such as tag 533, Reproduction note, tag 534, Original version note and tag 535, Repository note for manuscripts and oral history tape collection should be incorporated into the format. The Working Committee also agreed to include a field for Translated title, i.e. tag 242. The indexing and abstracting aspect is indicated in the format by an analytical indicator in the second position of the indicators in the author fields and the modification of the series fields for citation references, including volume, number, year and pages of the document. Two new fields, tag 226 and tag 690 were also incorporated for Abbreviated title for serials and Descriptors for use in indexing and abstracting services respectively. It was recommended that standard list of abbreviations and thesauri, if any, be used to preserve consistency in the assignment of the abbreviated title and the descriptor headings. It was noted that the field, tag 520, Summary note, could also be used for the inclusion of abstracts.

The following are the additional fields included in the INDOMARC format after discussion:

- Tag 226 - Abbreviated title
- 242 - Translated title
- 503 - Bibliographical history note
- 510 - Nature, scope or artistic form note
- 514 - Translation/Adaptation note
- 530 - Publication and distribution note (A/V materials)
- 533 - Reproduction note
- 534 - Original version note
- 535 - Repository note

For the note relating to the physical condition of the material, it was decided to add a subfield code, \$f in tag 300, Physical description, for this purpose.

The INDOMARC format as agreed is attached as Appendix B.

The Working Committee also agreed that efforts should be undertaken to expand the LC's Country of publication codes, List of languages and language codes and Geographic area codes for Indonesia.

In respect of the authority format, the Working Committee was of the consensus that it should incorporate both names and subject authority control. This is to facilitate the consistent use of the form of headings among the contributing agencies. The authority format is designed to harmonise with the fields, indicators and subfield codes of the INDOMARC format for the materials catalogued. The consultant briefed the Working Committee on the organization of the database, comprising of three separate files, that is, the local information file which is in the MINISIS format, the INDOMARC file containing a mixture of data and pointers to the authority record and the Authority file which contains pointers to records in the INDOMARC file, as envisaged in the structure of the databases in the MINISIS environment. In this way the authority file will provide an economic method of storing data in the database as each authority heading will only be stored once. However, the consultant stressed that there would be a need for authentication centre/s to be identified which would be essential for ensuring consistency in the records entered into the common database, although this requirement may create a bottleneck problem if the authentication process is not undertaken immediately or regularly. This process of authentication is possible because the MINISIS software allows records to be kept in the transaction file for checking purposes before the records are released for use.

The Names and subject authority format is attached as Appendix C.

The consultant spent the afternoon of 2 July 1986 and 3 July 1986 with Mr. Blasius Sudarsono and Ms. Nurasih on the various PDII databases. They comprise the Master PDII database and its Library catalogue, the Index of Indonesian periodicals, the Library's serials database and the Union catalogue of serials. In order to facilitate the conversion of these databases to the INDOMARC format, a correlation table was established for the fields in the MINISIS databases to the tags and subfield codes in the INDOMARC format for consideration. It is envisaged that with this correlation table, a conversion program could be written to convert the

existing PDII databases into the INDOMARC format without much difficulty.

Before the conclusion of the mission, a final meeting was held with Ms. Luwarsih, Mrs. Mastini Hardjoprakoso, Director of the National Library of Indonesia, Mr. Zultanawar, Deputy Head of PDII and Blasius Sudarsono on 4 July 1986 to report on the achievement of the mission. The consultant informed the meeting that the design and development of the INDOMARC, together with the Names and subject authority format, had been completed. As a round-up for the meeting, he informed the meeting that the INDOMARC format has been designed for multimedia records with provision for expansion when necessary. He said that together with the authority control aspect and the method of organisation of the bibliographic data in the MINISIS environment, there will be an effective savings in disk storage requirements when the system is implemented. The consultant was of the opinion that with the implementation of the INDOMARC format, Indonesia should be able to forge ahead with the following developments:

1. The establishment of a national database, since the necessary ingredients in terms of human resources and expertise, and computer facilities are already available.
2. Through the availability of telecommunication infrastructure and support, an on-line networking environment for input and processing of records could be established.

Negotiations should be undertaken with the telecommunication authority for a reduction in the tariff charges for this purpose.

3. The national database can be created for exchange purposes with other national bibliographic agencies.

In conclusion, the consultant suggested that on submission of the basic documents of the INDOMARC format and authority format, a translation to a Bahasa Indonesia version and the preparation of the INDOMARC cataloguing manual should be undertaken.

For the period of 7 July to the morning of 9 July 1986, the consultant spent time with Mr. Mike Sherwood and staff of PDII in the Computer Room on the design and preliminary development and testing of the INDOMARC database. The PDII institutional database was structured as a subset of the master INDOMARC database created. Due to the fact that PDII has yet to receive and implement version F1 of the MINISIS software, further work would be undertaken by Mr. Mike Sherwood in respect of problems which have been encountered before the INDOMARC format could be fully implemented. A sample copy of the preliminary INDOMARC and PDII databases is attached herewith (Appendix D).

20 September 1986

List of Members of the Working Committee

- | | |
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THE INDOMARC FORMAT FOR BIBLIOGRAPHIC RECORDSThe INDOMARC record structure

Each INDOMARC record contains the following parts:

- (a) The Leader, sometimes called the record label, is a fixed field area of 24 characters.
- (b) The Record directory is a sequence of data elements in the record, each consisting of 12 characters. A directory entry contains the tag number, the field length and the starting character position of each control and variable field.
- (c) The Control fields contain alphanumeric data, many of which have a fixed length data.
- (d) The Variable fields are made up of variable length alphanumeric data. Each variable field is identified by a three-character numeric tag and ends with a field terminator. They also contain two positions for indicators and a varying number of two-character subfield codes. The variable fields are generally repeatable.

LEADER/RECORD LABEL

The leader is a fixed field of 24 characters and the information is held at fixed positions within the field. The leader contains the following information:

Data element	Number of characters	Character position
-----	-----	-----
Logical record length	5	0-4
Record status	1	5
Implementation codes		
Type of record	1	6
Class of record	1	7
Blanks	2	8-9
Indicator count	1	10
Subfield code count	1	11
Base address of data	5	12-16
Blanks	3	17-19
Length of 'Length of data field'	1	20
Length of 'Starting character position'	1	21
Blanks	2	22-23
-----	-----	-----

Logical record length

The logical record length consists of the total number of characters in the record. The number is right-justified and the preceding empty character positions are filled with zeros.

Record status

The record status code is provided for file maintenance purposes.

- n - new record
- c - corrected or revised record
- d - deleted record
- p - previously CIP record

Implementation codes

Type of record

The type of record indicates the type of material described by the record.

- a - Language material, printed
- b - Language material, manuscript
- c - Music, printed
- d - Music, manuscript

Class of record

- a - Analytics
- c - Collections
- m - Monographs
- s - Serials
- v - Audio-visual materials

Indicator count

The indicator count refers to the number of indicators at the start of each variable field. The indicator count is always set at 2.

Subfield code count

Each data element within a variable field is identified by a two-character code, consisting of a dollar sign (\$) followed by a single lower case letter.

Base address of data

The base address of data is five digit long and contains a number which is the starting character position of the first control field within the record, i.e. it is equivalent to the length of the leader and the directory (including the directory field terminator). The number is right-justified and the preceding character positions are filled with zeros.

Length of 'Length of data field'

A single digit is used to indicate the length in characters of the 'Length of data field' part of each directory entry. It has the value of 4.

Length of 'Starting character position'

A single digit is used to indicate the length in characters of the 'Starting character position' part of each directory entry. It has the value of 5.

RECORD DIRECTORY

The directory is machine-generated and consists of a series of data elements, each consisting of 12 characters. A directory entry comprises of three parts:

----- ----- -----
TAG FIELD LENGTH STARTING CHARACTER POSITION
----- ----- -----
0 2 3 6 7 11

- | | | |
|-------|-----------------------------|--------------|
| (i) | Tag | 3 characters |
| (ii) | Field length | 4 characters |
| (iii) | Starting character position | 5 characters |

Tag

A tag is a three-digit code that defines the bibliographic function of the data field to which it applied, e.g. tag 245 always refers to a title field.

Field length

The field length consists of the number of characters in the field identified by the tag. The length includes all indicators, subfield codes and the field terminators. The number is right-justified and the initial unused character positions are filled with zeros.

Starting character position

The starting character position is a five-character number giving the position of the first character in the field, relative to the first character in field 001, which is counted as zeros. The number is right-justified and the unused character positions are filled with zeros.

CONTROL FIELDS

The control fields have no indicators and no subfield codes. The control fields used in the INDOMARC record are:

001 Record control number
008 Information codes field

These contain information by which the record may be manipulated.

VARIABLE FIELDS

The variable fields contain the bibliographic information of the record. It includes:

- (i) A full bibliographic description together with main entry headings and added entries.
- (ii) A set of subject data, including Dewey Decimal Classification, Library of Congress Subject Headings, etc.
- (iii) Supplementary information including identification numbers, e.g. national bibliography numbers, alternative ISBNs and codes which identify specific aspects of the item, e.g. language and geographic area codes.

Each variable field ends with a field terminator. The information in the field is further subdivided into sub-elements which are introduced by subfield codes.

TAG 001 CONTROL NUMBER

There are no indicators and no subfield codes except \$a for the control number. The LC card no., ISBN, national bibliography no. or locally-assigned number may be used as control number. It should end with a field terminator.

The control no. should be 10 digits long and in the case of the LC card no., the numeric portion of the LC control no. should consist of 8 digits comprising 2 digits for the year and 6 digits for the serial no. If the serial no. is less than 6 digits, the number is right-justified with zeroes added after the year and the hyphen dropped.

The ISBN is a 10 digit number and it is recorded with the hyphens dropped.

The national bibliography no. should contain 10 digits long. If the LC no., or ISBN, or national bibliography no. is absent, then a local control no. of 10 digits, preferably with a single initial alpha prefix, may be assigned.

In the case of serial items, the control number may be assigned with a prefix Z followed by a zero and then the ISSN. If the ISSN is not available, a local control number will be assigned.

Examples:

1. LC76000423#
2. 0900220112#
3. I791000152#
4. X820000011#
5. Z001267183#

TAG 008 INFORMATION CODES

There are no indicators and no subfield codes. This is a fixed field of 40 characters which contains commonly sought information in a coded form.

<u>Information codes</u>	<u>Position</u>
Date entered on file	0-5
Type of publication date	6
Date 1	7-10
Date 2	11-14
Country of publication code	15-17
Illustration codes	18-21
Intellectual level code	22
Physical medium code	23
Form of contents code	24-27
Government publication indicator	28

Conference indicator	29
Title page availability code (for serials only)	30
Index availability code (for serials only)	31
Frequency (for serials only)	32
Literary text code	33
Language code	35-37
Blank	38-39

Date entered on file (Character position 0-5)

This indicates the date a record was entered into the system and it is computer generated. The date is given in Year/Month/Day order with two characters for each.

Example:

86	08	01
----	----	----

= 1st August, 1986

Type of publication date (Character position 6-14)

A single lower-case alphabetic character is used to indicate the type of publication date code, followed by one or two dates.

For monographs and media materials, the following codes are used:

---	-	Date of publication consists of a known date or
s		a probable date that can be represented by four
---		digits. This date is entered in the date 1
		field; the date 2 field contains blanks, e.g.

<u>Imprint Date</u>	<u>Code</u>	<u>Date 1</u>	<u>Date 2</u>
1966	s	1966	xxxx
c1966	s	1966	xxxx
1966 [i.e. 1965]	s	1965	xxxx
[1969?]	s	1969	xxxx

---	-	Date of publication consists of two dates,
c		the actual date of publication and the
---		copyright date. The date of publication is
		entered in the date 1 field, the copyright
		date in the date 2 field, e.g.

<u>Imprint Date</u>	<u>Code</u>	<u>Date 1</u>	<u>Date 2</u>
1966 [c1965]	c	1966	1965

- | - The work has been previously published. The
| r | original date of publication is entered in the
| ---| date 2 field, the date of reproduction in the date
1 field. If the original date is unknown, leave
it blank, e.g.

<u>Imprint Date</u>	<u>Note</u>	<u>Code</u>	<u>Date 1</u>	<u>Date 2</u>
1966 [c1950]	Published in Dublin (in 1741)	r	1966	1741
1966	Reprinted from Green Howard's Gazette	r	1966	pppp

- | - Date of publication consists of a multiple date
| m | with initial and terminal date known, or date of
| ---| publication consists of a date with terminal date
not yet known, i.e. open-ended. If the terminal
date is not yet known (open-ended), the date 2
field is set to 9999. When a work has an initial
and terminal date and also a date of previous
publication, "m" takes precedence over "r", e.g.

<u>Imprint Date</u>	<u>Code</u>	<u>Date 1</u>	<u>Date 2</u>
1966-1967	m	1966	1967
1966- (loose leaf)	m	1966	9999

- | - Date of publication consists of a date in which one
| q | or more digits is missing, e.g. 194_ or 19__, or
| ---| an uncertain date implying a range of time, e.g.,
"between 1940 and 1946." The earliest possible
date (date 1) is set by substituting zeros for
missing digits. The latest possible date (date 2)
is set by substituting 9's for missing digits,
unless the resulting date is greater than the year
the workd was catalogued, in which case date 2
contains the year the work was catalogued. When a
range of dates is given, date 1 contains the
earliest date, and date 2 the latest. If a work is
a reproduction but one or more of the digits in the
imprint date is missing, "q" takes precedence over
"r", e.g.

<u>Imprint Date</u>	<u>Code</u>	<u>Date 1</u>	<u>Date 2</u>
196_	q	1960	1969
19__	q	1900	1982
[between 1940 and 1946]	q	1940	1946

For serials, a one-character code will denote the publication status of the serial.

c - currently published
d - ceased publication
u - unknown

Country of publication (Character position 15-17)

A two or three-character alphabetic code, left-justified, is used for the country of publication. The codes to be followed are contained in the Country of publication codes which is taken from the Library of Congress Automated Systems Office MARC formats for bibliographic data, 1980. If the work is published in the United States, Canada, Russia or the United Kingdom, the first two character positions contain a mnemonic code for the state, province or other subdivision where the work is published, and the third character position contains a code for the country, e.g.

u - United States: c - Canada

k - United Kingdom: r - Russia

All other countries are represented by a two-character code, in which case the third character position will contain a blank, e.g.

---	---	---
c	a	u
---	---	---

California

---	---	---
i	o	
---	---	---

Indonesia

Illustration codes (Character position 18-21)

Up to four alphabetic characters show the presence of certain terms in the physical description area (field 300). If fewer than four codes are assigned they are left-justified. If more than four, apply only four of the most relevant codes.

- a - Illustrations
- b - Maps
- c - Portraits
- d - Charts
- e - Plans
- g - Music
- h - Facsimiles
- i - Coats of arms
- j - Genealogical tables
- k - Forms
- l - Samples
- ∅ - No illustrations

For serials, use character position 21 for 'Type of serial' designator. A one-character code will indicate the type of serial as follows:

- ∅ - Blank (none of the following types)
- p - Periodical
- m - Monographic serial
- n - Newspaper

Intellectual level code (Character position 22)

The intellectual level code is recorded as follows:

- ∅ - Unknown or not applicable
- a - Preschool
- b - Primary
- c - Elementary & junior high school
- d - Secondary (senior high school)
- e - Adult
- f - Specialized
- g - General
- y - Children's work

Physical medium code (Character position 23)

A one-digit alphabetic code is used to indicate the physical medium of the material.

- a - Maps
- b - Globes
- c - Art original
- d - Charts, posters
- e - Filmstrips
- f - Flash cards
- g - Pictures, photographs
- h - Slides
- i - Technical drawings
- j - Transparencies
- k - Computer files
- l - Manuscripts

- m - Microforms
- n - Films
- o - Kits
- p - Music
- q - Dioramas
- r - Games
- s - Microscopic slides
- t - Models
- u - Realia
- v - Gramophone records
- w - Reel tapes
- x - Videorecordings
- 1 - Aerial photographs
- 2 - Filmloops

Form of contents code (Character position 24-27)

Up to four alphabetic codes are used to designate certain types of materials used frequently for reference purposes. If fewer than four codes are used, the codes are left-justified. If more than four, record the four most predominant forms.

- a - Abstracts
- b - Bibliographies
- c - Catalogues
- d - Dictionaries
- e - Encyclopaedias
- f - Annuals
- h - Handbooks
- i - Indexes
- j - Patents
- k - Official standards
- l - Legislation
- m - Atlases
- t - Institution's theses, academic exercises
- v - Other theses, academic exercises
- w - Student reports
- o - Book reviews
- p - Programmed texts
- r - Directories
- s - Statistics
- n - Law reports and digests, legal cases, case notes
- y - Yearbooks
- Ø - Not specified

Government publication indicator (Character position 28)

A one-character code is used to denote the body issuing the publication as follows:

- i - International governmental body
- f - Federal/national governmental body

- s - State, provincial, etc. jurisdiction
- l - Local jurisdiction (towns, municipal, district, village administration)
- h - Government publication - level undetermined
- q - Statutory bodies/quasi government bodies/companies partly owned by Government
- Ø - Blank (not a Government body)

A government publication indicator is provided if the work

- (i) is entered under a government heading
- (ii) has an added entry under a government heading, or
- (iii) is published by a government body

Conference indicator (Character position 29)

A one-character code indicates if the work contains the proceedings, reports or summaries of a conference, meeting or symposium.

- 0 - Not conference publication
- 1 - Conference publication

Title page availability code - for Serials only (Character position 30)

This code is useful for binding purposes. A one-character code will show the existence of a title page.

- Ø - Blank (no separate title page issued)
- a - In first issue of first volume - loose
- b - In last issue of volume - attached
- c - In first issue of next volume - loose
- e - Published separately - upon request
- f - Published separately - automatically sent

Index availability code - for Serials only (Character position 31)

This code is useful for binding purposes.

- Ø - Blank (no index published)
- a - Each issue contains an index to its own contents - (no volume index) - loose
- b - In last issue of volume
- e - In first issue of next volume
- h - Published separately - automatically sent
- i - Published separately - upon request
- m - Supplement or subseries - indexed in parent journal index

q - Cumulative index available

Frequency - for Serials only (Character position 32)

A one-character code is used to indicate the frequency of issue of a serial.

- Ø - No frequency stated/Unknown
- d - Daily
- c - Semi-weekly (twice a week)
- w - Weekly
- e - Biweekly (every two weeks)
- s - Semi-monthly (twice two months)
- m - Monthly
- b - Bimonthly (every two months)
- q - Quarterly
- t - 3 times a year
- f - Semi-annual (twice a year)
- a - Annual
- g - Biennial (every two years)
- h - Triennial (every three years)
- z - Other/Irregular

Literary text code (Character position 33)

A one-character code is used to indicate literary forms and certain non-literary forms as follows:

- a - Autobiographies (including letters, correspondence)
- b - Biographies
- c - Collective biographies
- d - Drama (including television plays, scenarios, etc.)
- e - Essays
- f - Fiction
- h - Humour, satire, etc. (not cartoons, etc.)
- i - Letters (as a literary form; for correspondence use 'a')
- j - Short stories
- k - Non-fiction
- m - Miscellany
- p - Poetry (including non-literary works in verse)
- s - Speeches, oratory

Language code (Character position 35-37)

The language of the work is always recorded in three character positions by use of a three-character alphabetic code. If the text is in more than one language, record the code for the predominant language, or if predominance is not readily apparent, record the code for the language that is first in alphabetic order and the specific language codes in variable field 041. If the work is a translation, the

language recorded in this field will be that of the translation. The language from which the translation was made will be recorded in variable field 041. The language code is taken from the List of languages and language codes which is available in the Library of Congress Automated Systems Office document, MARC formats for bibliographic data, 1980.

Blank (Character positions 38-39)

These character positions may be assigned for local use.

TAG 010 LIBRARY OF CONGRESS CARD NUMBER

Definition

Indicators	None
Subfield code	\$a LC card number

This field contains the number exactly as it is found in the work. Do not repeat the LC no. in this field if it is already used as the control number.

TAG 015 NATIONAL BIBLIOGRAPHY NUMBER

Definition

Indicators	None
Subfield code	\$a National bibliography number

TAG 020 INTERNATIONAL STANDARD BOOK NUMBER (ISBN)

Definition

First indicator	None
Second indicator	0 - ISBN relates to work 1 - ISBN relates to volume or part of work
Subfield codes	\$a Valid ISBN \$c Type of cover qualifier \$z Invalid ISBN

Examples:

1. 020.Ø0Ø\$a0379001423\$ccased\$a0379005506\$cpbk#
2. 020.Ø1Ø\$a0601000229\$cv.2#

TAG 022 INTERNATIONAL STANDARD SERIAL NUMBER (ISSN)

An ISSN assigned to a series statement is recorded in subfield \$x of the appropriate 400's/800's fields. It is not recorded in field 022. Only the ISSN for a serial is recorded in this field.

Example:

1. 022.Ø0Ø\$a0139-4126#

TAG 040 CATALOGUING SOURCE

This field contains the code for the library/ies or information centre/s responsible for cataloguing the work.

Definition

Indicators	None
Subfield code	\$a Name of cataloguing agency, designated by a code

A list of codes for the participating libraries and information centres in Indonesia should be prepared.

TAG 041 LANGUAGE CODES

Definition

First indicator	0 - Multilanguage 1 - Translation
Second indicator	None
Subfield codes	\$a Codes describing languages of main text or translation \$b Codes describing languages of summaries, parts, notes, etc.

The field and subfields are not repeatable.

The list of language codes is taken from the List of languages and language codes which is available in the Library of Congress Automated Systems Office MARC formats for bibliographic data, 1980.

If the text of an item is in one language, record the appropriate code in 008 \$1 and leave 041 blank.

If the text is in more than six languages, record the language of the title proper and use the code 'mul', which stands for 'multilingual'.

Examples:

1. 041.0~~xxx~~\$aengfreger#
Text in English, French and German
2. 041.1~~xxx~~\$aengfre#
Text in English, translated from French
3. 041.0~~xxx~~\$aeng\$bger#
Text in English with German summary

TAG 043 GEOGRAPHIC AREA CODE

	<u>Definition</u>
Indicators	None
Subfield code	\$a Geographic area code

The geographic area code is based on the Geographic area codes list which is taken from the Library of Congress Automated Systems Office MARC formats for bibliographic data, 1980.

Further expansion of the geographic area code for Indonesia may be developed for use.

The area code consists of seven characters. It is left-justified and unused character positions are filled with hyphens.

If variant area codes are given, they are placed in repeated 043 fields. The subfield \$a is not repeated. Up to three geographic area codes may be assigned to any one work.

Examples:

1. 043.~~xxx~~\$aa-io---#
Works about Indonesia
2. 043.~~xxx~~\$aa-si---#
043.~~xxx~~\$aa-ph---#
Works about Singapore and Philippines

TAG 080 UNIVERSAL DECIMAL CLASSIFICATION

Definition

Indicators	None
Subfield code	\$a UDC number

This field is repeatable.

TAG 082 DEWEY DECIMAL CLASSIFICATION NUMBER

Definition

Indicators	None
Subfield codes	\$a Base number \$c Edition of DC schedules

This field is repeatable.

TAG 090 LOCAL CALL NUMBER

Definition

First indicator	0 - Book in Main library 1 - Book in Branch Library/ies 2 - Book also in Branch Library/ies
Second indicator	None
Subfield codes	\$a Class no. \$b Book no. \$c Size prefix \$d Location prefix \$f Collection term

Examples:

1. 090.0000\$aPS3503\$bR777Z8W3#
2. 090.0000\$aHD9711\$bG74R7L9#
3. 090.0000\$aQD95.4\$bN9R745#

TAG 100 MAIN ENTRY - PERSONAL NAME

Definition

First indicator	0 - Single name/Name of person given in direct order
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	1 - Single surname/ Inverted name/ Single title of nobility
	2 - Multiple surname/Compound surname/Inverted compound name
	3 - Name of family
Second indicator	2 - Analytical entry
Subfield codes	\$a Entry element
	\$c Dates
	\$e Roman numerals
	\$d Additions to names appearing between the entry element and other parts of the name (non-filing)
	\$f Additions to names other than dates (e.g. titles of nobility)
	\$h Forenames
	\$l Parenthetical general designation
	\$q Spelled out form of name
	\$u Non-filing element (without punctuation)
	\$w Filing element (non-printing)
	\$y Designation of function

Subfields \$u and \$w which are repeatable will be used for filing purposes.

Examples:

1. 100.0000\$aKeris Mas\$c1922-#
2. 100.0000\$aThomas\$lAnglo-Norman poet#
3. 100.0000\$aJohn\$eXXIII\$fPope#
4. 100.0000\$uMd.\$wMuhammad\$aAlias\$ubin\$aJaafar#
5. 100.1000\$aNasution\$hA. H.#

TAG 110 MAIN ENTRY - CORPORATE/CONFERENCE OR MEETING NAME

Definition

	1 - Name entered under place or jurisdiction
	2 - Name entered in direct order
	3 - Conference or Meeting name
Second indicator	2 - Analytical entry
Subfield codes	\$a Entry element
	\$c Subordinate body or related body
	\$i Number of conference, etc.
	\$k Date of conference, etc.
	\$j Location of conference, etc.
	\$q Additions to names
	\$u Non-filing element

Subfields \$c and \$q are repeatable. Subfield \$c is repeated for each subordinate body named.

Number, date and location of a conference, etc. are input in the order \$i, \$k, \$j.

Examples:

1. 100.1~~00~~\$aIndonesia\$cDirektorat Jenderal Kehutanan#
2. 110.1~~00~~\$aMysore\$qIndia: State#
This will output as Mysore (India: State)#
3. 110.1~~00~~\$aUnitedKingdom\$cParliment\$cHous of Commons\$cSelect Committee on Overseas Development#
4. 110.2~~00~~\$aCambridge\$qShip#
5. 110.20~~0~~\$aR.C. Booth Enterprises#

TAG 222 KEY-TITLE

Definition

First indicator	None
Second indicator	0 to 9 - Non-filing characters
Subfield codes	\$a Key-title
	\$b Added parenthetical information

This field contains the key-title of a serial assigned according to the rules of the International Serials Data System (ISDS). Key-titles can only be created by designated ISDS National Centres.

Examples:

1. 222.Ø0Ø\$aIFLA journal#
2. 222.Ø0Ø\$aMonth magazine\$bOttawa edition#

TAG 226 ABBREVIATED TITLE

	<u>Definition</u>
First indicator	None
Second indicator	0 to 9 - Non-filing characters
Subfield codes	\$a Abbreviated title

This field is used to record the abbreviated title of a serial according to a standard list of serial abbreviations. It will be useful for citing articles in indexing and abstracting purpose.

TAG 240 UNIFORM TITLES

	<u>Definition</u>
First indicator	0 - Uniform title main entry heading 2 - Uniform title access point required 3 - No uniform title access point
Second indicator	0 to 9 Non-filing characters
Subfield codes	\$a Uniform title or collective title \$d Medium of performance (music) \$e Serial number (music) \$f Opus or thematic index number (music) \$g Number within opus (music) \$h Key (music) \$k Arrangement (music) \$l 2nd party to treaty, etc. \$c Date of treaty, etc. \$m General material designation (GMD)

\$o Year of imprint
 \$p Subheading or collective
 subtitle or part of a
 work
 \$q Parenthetical identifying
 element
 \$r Language
 \$v Version of Holy Works

This field is not repeatable. Subfields \$c, \$p, \$q and \$v are repeatable.

The second indicator indicates the number of characters to be ignored in filing as in the case of entries beginning with initial articles such as 'a', 'an' and 'the'.

Examples:

1. 100.1~~00~~\$aDickens\$hCharles#
 240.24~~00~~\$aThe Pickwick papers#
 245.14~~00~~\$aThe posthumous papers of the Pickwick
 Club\$cCharles Dickens#
2. 110.1~~00~~\$aMalaysia#
 240.00~~00~~\$aLaws, etc#
 245.14~~00~~\$aThe laws of Malaysia#
3. 110.1~~00~~\$aBurma#
 240.00~~00~~\$aTreaties, etc\$lUnited States\$c1959: June 24#
 245.10~~00~~\$aSpecial economic assistance\$bagreement between
 the United States of America and Burma#

TAG 245 TITLE AND STATEMENT OF RESPONSIBILITY AREA

Definition

First indicator	0 - Main entry 1 - Title access point required 2 - No title access required
Second indicator	0 to 9 - Non-filing characters
Subfield codes	\$a Title proper \$b Other title information \$c Statement of responsibility \$f Supplementary statement of responsibility \$i Second or subsequent title by the same author in an item lacking a collective title \$j Second or subsequent title by a different author in an item lacking a collec- tive title \$l Parallel title

\$m General material
designation (GMD)

This field is not repeatable. Subfields \$b, \$f, \$i, \$j and \$l are repeatable.

Examples:

1. 245.00\$aNatural resources and urban policy\$cedited by Douglas E. Ashford\$fcontributors, Thomas J. Anton ... (et al.)#
2. 245.04\$AThe Gun merchants\$bpolitics and policies of the major arms suppliers\$cedited by Cindy Canizzo#
3. 100.1\$A\$Gittinger\$hMattiebelle#
245.10\$ASplendid symbols\$btextiles and tradition in Indonesia\$cMattiebelle Gittinger\$fedited by Nancy Donovan Segal#

TAG 248 MULTI-LEVEL DESCRIPTION

	<u>Definition</u>
First indicator	1 to 9 - Level of information
Second indicator	0 to 9 - Non-filing characters
Subfield codes	\$b Other title information \$c Statement of responsibility \$f Supplementary statement of responsibility \$g Volume or part number \$h Volume or part title \$i Second or subsequent title by the same author in an item lacking a collective title \$j Second or subsequent title by a different author in an item lacking a collective title \$l Parallel title

This field is repeatable. Subfields \$b, \$f, \$i, \$j and \$l are repeatable.

The first subfield code in this field must be either \$g or \$h. \$g and \$h are not repeatable.

When parts of a multipart item are catalogued separately using the multi-level description method, a separate MARC record is created for each part, e.g. a 10 volume work will have 10 records. In the record for the individual part, the title relating to the work as a whole is given in field 245.

The title area of the individual parts are recorded in field 248, each separate level of information is recorded in a separate 248 field with the first indicator set in ascending order.

This multi-level technique is not used for the description of sections of a serial.

Examples:

1. 110.2~~00~~\$aBritish Standards Institution#
- 245.10~~0~~\$aBritish Standard methods of analysis of fats and fatty oils\$lMethodes d'analyse des graiss huiles fixes\$lUntersuchungsverfahren fur Fette und Fettol\$eBritish Standards Institution
- 248.10~~0~~\$gPart1\$hPhysical methods\$lPartie 1:Methodes physiques\$lTeil 1:Physische Verfahren#
- 248.20/1\$gSection 1.12\$hDetermination of the dilatation of fats\$lSection 1.12: Determination de la dilatation des graisses\$lAbschnitt 1.12: Bestimmung der Schmelzausdehnung von Fetten#

TAG 250 EDITION AREA

	<u>Definition</u>
First indicator	None
Second indicator	0 - Edition area relates to work 1 - Edition area relates to volume or part of work
Subfield codes	\$a Edition statement \$c Statement of responsibility relating to the edition \$d Supplementary statement of responsibility relating to the edition \$e Supplementary edition statement

This field is not repeatable. Subfields \$c and \$d are repeatable.

Examples:

1. 250.~~00~~\$a4th ed\$crev. and enl. by Charles Kroeger#
2. 250.~~00~~\$a5th ed\$dwith an introd. by Philip Francis#
3. 250.~~00~~\$a2d ed\$eInternational student ed#

TAG 255 NUMERIC AND/OR ALPHABETIC, CHRONOLOGICAL OR OTHER
DESIGNATION AREA (FOR SERIALS ONLY)

Definition

Indicators	None
Subfield code	\$a Numeric and/or alphabetic, chronological or other designation

Examples:

1. 245.##\$aPostgraduate medical journal#
 255.##\$aVol. 1, 1925-#
2. 245.##\$aProgress in biomass conversion#
 255.##\$a1979-#

TAG 256 MATHEMATICAL DATA AREA (CARTOGRAPHIC MATERIALS)

Definition

Indicators	None
Subfield codes	\$a Statement of scale \$b Additional scale information \$c Statement of projection \$d Statement of coordinates \$e Statement of equinox

Examples:

1. 256.##\$aScale 1: 59,403,960\$b"Along meridians only,
 1 inch = 936 statute miles"#
2. 256.##\$aScale 1: 744,080\$blin. to ca.28 miles. Vertical
 scale ca. 1: 96,000#
3. 256.##\$aScale 1:250,000\$ctransverse Mercator proj.
 \$dW94 26'-W97 /N31'-N28 30'#
4. 256.##\$eEq. 1971#

TAG 260 PUBLICATION AND DISTRIBUTION AREA

Definition

First indicator	None
Second indicator	0 - Publication, distribution, etc. area relates to work 1 - Publication, distribution, etc. area relates to volume or part of work

Subfield codes	\$a	Place of publication, etc.
	\$b	Name of publisher, etc.
	\$c	Date of publication, etc.
	\$d	Full address of publisher, etc.
	\$e	Statement of function of publisher, distributor, etc. (A/V)
	\$f	Place of distribution (A/V)
	\$g	Name of distributor (A/V)
	\$h	Date of distribution (A/V)
	\$i	Place of manufacture/ printing (A/V)
	\$j	Name of manufacturer/ printer (A/V)
	\$k	Date of manufacture/ printing (A/V)
	\$l	Full address of distributor (A/V)

This field is repeatable. Subfields \$a, \$b, \$d, \$e, \$f, \$g, \$i and \$j are repeatable.

Examples:

1. 260.000\$aNew York\$bPraeger\$c1981#
2. 260.000\$fSanta Monica, Calif.
\$gPyramid Films\$distributor\$h1971#
3. 260.000\$aNew York\$bWarner\$c1974\$fLondon
\$gBlossom\$distributor\$h1975#

TAG 300 PHYSICAL DESCRIPTION AREA

	<u>Definition</u>	
Indicators	None	
Subfield codes	\$a	Extent of item
	\$b	Other physical details
	\$c	Dimensions
	\$e	Accompanying material
	\$f	Physical condition of material (For use of National bibliography)

This field is not repeatable.

Examples:

1. 300.000\$a219p.\$c23cm#

2. 300.~~000~~\$a250, 18 leaves of plates\$bill.\$c28cm#
3. 300.~~000~~\$a3v\$bill., maps\$c27cm#
4. 300.~~000~~\$a1 sound disc (45min.)\$b33 1/3rpm, stereo\$c12in#
5. 300.~~000~~\$a1 film reel (30min.)\$bsd., col\$cstandard
8mm\$el teacher's guide#

TAG 350 PRICE/VALUE

	<u>Definition</u>
Indicators	None
Subfield codes	\$a Price/Value other than hire fee \$c Hire fee

Examples:

1. 350.~~000~~\$aUS 30 dollars#
2. 350.~~000~~\$cFree loan to students#

TAG 440 SERIES/SOURCE STATEMENT (TRACED)

	<u>Definition</u>
First indicator	0 - Series relates to work 1 - Series relates to volume or part of work
Second indicator	0 to 9 - Non-filing characters
Subfield codes	\$a Entry element of series/ source \$b Other title information of series/source or subseries \$c Statement of responsibi- lity \$l Parallel title of series/ source or subseries \$p Alphabetic or numeric designation and/ or title of subseries \$v Volume numbering and/or issue number \$w Year \$y Pagination \$x ISSN

This field is repeatable. Subfields \$b, \$c, \$l, are repeatable.

Examples:

1. 440.000\$aStudies in modern capitalism#
2. 440.000\$aEcology\$bcommunities in nature#
3. 440.000\$aLecture notes in chemistry\$3#
4. 440.000\$aNATO Advanced Study Institutes series
\$pSeries C, Mathematical and physical
sciences\$vv.54#
5. 440.000\$aJanua linguarum\$pSeries maior\$x0075-3114\$vl02#

TAG 490 SERIES/SOURCE STATEMENT (UNTRACED OR
TRACED DIFFERENTLY)

	<u>Definition</u>
First indicator	0 - Series/source untraced 1 - Series/source traced in a different form
Second indicator	0 - Series/source relates to work 1 - Series/source relates to volume or part of work
Subfield codes	\$a Entry element of series/ source \$b Other title information of series/source or subseries \$c Statement of responsibility \$l Parallel title of series/ source or subseries \$p Alphabetic or numeric designation and/or title of subseries \$v Volume numbering and/or issue number \$w Year \$y Pagination \$x ISSN

This field is repeatable. Subfields \$b, \$c, \$l, \$p are repeatable.

Examples:

1. 490.000\$aNorth-Holland mathematical library\$vv.23#
2. 490.000\$aWorld anthropology#

3. 490.10~~0~~\$aMonographs\$cSociety for Research in Child Development \$vv.43, nos. 5-6#
This will output as Monographs (Society for Research in Child Development); v.43, nos. 5-6#

4. 490.00~~0~~\$aImages of the seventies\$x7745-2251\$vno. 22#

TAG 500 NOTES AREA

	<u>Definition</u>
First indicator	None
Second indicator	0 - Note relates to work 1 - Note relates to volume or part of work
Subfield code	\$a General note

This field is used for various types of notes except those provided in this format as prescribed in AACR2. The different types of notes are input by using repeat levels for the tag 500.

TAG 501 "WITH" NOTES

	<u>Definition</u>
First indicator	None
Second indicator	0 - Note relates to work 1 - Note relates to volume or part of work
Subfield code	\$a "With" note

For description of a separately titled part of an item lacking a collective title, make a note beginning 'With' and list the other separately titled parts of the item in the order in which they appear there.

Example:

1. 501.~~0~~~~0~~\$aWith: The reformed school / John Druny.
London : Croom Helm, 1972#

TAG 502 DISSERTATION NOTE

	<u>Definition</u>
First indicator	None
Second indicator	0 - Note relates to work 1 - Note relates to volume or part of work

Subfield code	\$a Dissertation note
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TAG 503 BIBLIOGRAPHICAL HISTORY NOTE

Definition

First indicator	None
Second indicator	0 - Note relates to work 1 - Note relates to volume or part of work
Subfield code	\$a Bibliographical history note

This field is used by the national bibliographic agency only.

TAG 504 BIBLIOGRAPHY NOTE

Definition

First indicator	None
Second indicator	0 - Note relates to work 1 - Note relates to volume or part of work
Subfield code	\$a Bibliography note

TAG 505 CONTENTS NOTE

Definition

First indicator	None
Second indicator	0 - Note relates to work 1 - Note relates to volume or part of work
Subfield code	\$a Contents note

TAG 506 COLLECTION NOTE

Definition

Indicators	None
Subfield code	\$a Collection note

TAG 508 STATEMENT OF RESPONSIBILITY NOTE

	<u>Definition</u>
Indicators	None
Subfield code	\$a Statement of responsibility note

This field is specially used for additional information for audio-visual materials.

Example:

1. 508. ~~xxx~~ \$a Credits: Script, John Taylor ; calligraphy and design, Alan Haigh ; commentator, Derek G. Holroyde#

TAG 510 NATURE, SCOPE OR ARTISTIC FORM NOTE

	<u>Definition</u>
Indicators	None
Subfield code	\$a Nature, scope or artistic form note

This field is used by the national bibliographic agency only.

TAG 514 TRANSLATION/ADAPTATION NOTE

	<u>Definition</u>
Indicators	None
Subfield code	\$a Translation/adaptation note

This field is used by the national bibliographic agency only.

TAG 520 SUMMARY NOTE

	<u>Definition</u>
Indicators	None
Subfield code	\$a Summary note

This field is used for the summary of audio-visual materials and the statement of abstracts of articles indexed.

TAG 521 AUDIENCE NOTE

	<u>Definition</u>
First indicator	None
Second indicator	0 - Note relates to work 1 - Note relates to volume or part of work
Subfield code	\$a Audience note

This field is used by the national bibliographic agency only.

TAG 530 PUBLICATION & DISTRIBUTION NOTE

	<u>Definition</u>
Indicators	None
Subfield code	\$a Publication & distribution note

This field is used by the national bibliographic agency for additional information required.

TAG 533 REPRODUCTION NOTE

	<u>Definition</u>
Indicators	None
Subfield codes	\$a Type of reproduction \$b Place of reproduction \$c Date of reproduction \$d Agency for reproduction \$e Physical description of reproduction

This field is used by the national bibliographic agency for information of the various reproduction forms of the source material.

TAG 534 ORIGINAL VERSION NOTE

	<u>Definition</u>
Indicators	None
Subfield codes	\$a Entry element \$b Edition statement \$c Publisher & distributor \$e Physical description

\$m General material
 designation (GMD)
 \$t Title statement of original
 version
 \$x ISSN
 \$z ISBN

This field is used by the national bibliographic agency to record the original version of the work.

TAG 535 REPOSITORY NOTE FOR MANUSCRIPT, ORAL TAPE
 COLLECTION

Definition

Indicators None
 Subfield code \$a Repository note

This field is used by the national bibliographic agency for noting the material for preservation purposes.

TAG 600 PERSONAL NAME AS SUBJECT

Definition

First indicator 0 - Single name/Name of person
 given in direct order
 1 - Single surname/Inverted
 name/Single title of
 nobility
 2 - Multiple surname/Compound
 surname/Inverted compound
 name
 3 - Name of family
 Second indicator 2 - Analytical entry
 Subfield codes \$a Entry element
 \$c Dates
 \$d Additions to names
 appearing between the
 entry element and other
 parts of the name (Non-
 filing)
 \$e Roman numerals
 \$f Additions to names other
 than dates (e.g. titles of
 nobility)
 \$h Forenames
 \$l Parenthetical general
 designation
 \$q Spelled out form of name
 \$t Title element in name-title
 subject heading: title

access point required

\$u Non-filing element (without
punctuation)
\$w Filing element (Non-
printing)
\$x General subdivision
\$y Period subdivision
(Chronological)
\$z Place subdivision

This field is repeatable. Subfields \$x, \$y and \$z are repeatable.

Examples:

1. 600.1~~0~~~~0~~\$aGolding\$hWilliam\$c1911-\$xCriticism
and interpretation#
2. 600.1~~0~~~~0~~\$aOrwell\$hGeorge\$c1903-1905\$tAnimal farm#

TAG 610 CORPORATE NAME AS SUBJECT

	<u>Definition</u>
First indicator	1 - Name entered under place or jurisdiction 2 - Name entered indirect order 3 - Conference or Meeting name
Second indicator	2 - Analytical entry
Subfield codes	\$a Entry element \$c Subordinate body or related body \$i Number of conference, etc. \$j Location of conference, etc. \$k Date of conference, etc. \$q Additions to names \$t Title element in name-title subject heading: title access point required \$u Non-filing element \$x General subdivision \$y Period subdivision (Chronological) \$z Place subdivision

This field is repeatable. Subfields \$c, \$q, \$x, \$y and \$z are repeatable.

Examples:

1. 610.1ØØ\$aAustralia\$cCommonwealth Bureau of Census and Statistics#
2. 610.2ØØ\$aUniversiti Sains Malaysia\$xStudents#

TAG 640 UNIFORM TITLE HEADING AS SUBJECT

	<u>Definition</u>
First indicator	None
Second indicator	0 to 9 - Non-filing characters
Subfield codes	\$a Uniform title or collective title \$b Medium of performance (music) \$e Serial number (music) \$f Opus or thematic index number (music) \$g Number within opus (music) \$h Key (music) \$k Arrangement (music) \$l 2nd party to treaty, etc. \$c Date of treaty, etc. \$o Year of imprint \$p Subheading or collective subtitle or part of a work \$q Parenthetical identifying element \$r Language \$v Version of Holy Works \$x General subdivision \$y Period subdivision (Chronological) \$z Place subdivision

This field is repeatable. Subfields \$x, \$y and \$z are repeatable.

Examples:

1. 640.ØØØ\$aBible\$pN.T.\$xCriticism, interpretation, etc.\$zUnited Kingdom#
2. 640.ØØØ\$aKoran\$xCriticism, interpretation, etc.#

TAG 645 TITLE SUBJECT HEADING

	<u>Definition</u>
First indicator	None

Second indicator 0 to 9 - Non-filing characters

Subfield codes \$a Title
 \$x General subdivision
 \$y Period subdivision
 (Chronological)
 \$z Place subdivision

This field is repeatable. Subfield \$x, \$y and \$z are repeatable.

Examples:

1. 645.Ø0Ø\$aEncyclopaedia Britannica#
2. 645.Ø0Ø\$aStar wars (Motion picture)#

TAG 650 TOPICAL HEADINGS

Definition

First indicator None

Second indicator 0 - LC subject heading
 1 - National list of subject
 headings
 2 - NLM subject heading
 4 - Other subject heading

Subfield codes \$a Topical subject heading
 \$x General subdivision
 \$y Period subdivision
 (Chronological)
 \$z Place subdivision

This field is repeatable. Subfields \$x, \$y and \$z are repeatable.

Examples:

1. 650.Ø0Ø\$aUnderwater acoustics#
2. 650.Ø0Ø\$aRadiation\$xMeasurement\$xLaboratory manuals#
3. 650.Ø0Ø\$aFinance, Public\$zMalaysia#

TAG 651 GEOGRAPHIC NAME AS SUBJECT

Definition

First indicator None

Second indicator 0 - LC subject heading
 1 - National list of subject
 heading

- 2 - NLM subject heading
- 4 - Other subject heading

Subfield codes

- \$a Geographic name or place element
- \$x General subdivision
- \$y Period subdivision (Chronological)
- \$z Place subdivision

This field is repeatable. Subfields \$x, \$y and \$z are repeatable.

Examples:

1. 651.Ø0Ø\$aIndonesia\$xHistory\$y1945-#
2. 651.Ø0Ø\$aRussia\$xHistory\$yGerman occupation, 1941-1944#
3. 651.Ø0Ø\$aRangoon (Burma)\$xHistory#

TAG 690 DESCRIPTOR

Definition

Indicators

None

Subfield codes

- \$a Primary descriptors
- \$b Secondary descriptors

This field is repeatable. Subfields \$a, \$b are repeatable. It is used to record the descriptors for indexing and abstracting purposes.

TAG 700 ADDED ENTRY - PERSONAL NAME

Definition

First indicator

- 0 - Single name/Name of person given in direct order
- 1 - Single surname/Inverted name /Single title of nobility
- 2 - Multiple surname/Compound surname/Inverted compound name
- 3 - Name of family

Second indicator

- 1 - Added entry
- 2 - Analytical entry

Subfield codes

- \$a Entry element
- \$c Dates
- \$d Additions to names appearing between the

entry element and other parts of the name (non-filing)

\$e Roman numerals

\$f Additions to names other than dates (e.g. titles of nobility)

\$h Forenames

\$l Parenthetical general designation

\$m General material designation

\$q Spelled out form of name

\$t Title element in name-title subject heading: title access point required

\$u Non-filing element (without punctuation)

\$w Filing element (Non-printing)

\$x ISSN

\$y Designation of function

This field is repeatable.

Examples:

1. 100.1~~0~~~~0~~\$aAsher\$hRobert E.#
 245.14~~0~~\$aThe United Nations and economic and social co-operation\$cbby Robert E. Asher, Walter Kotschnig#
 700.11~~0~~\$aKotschnig\$hWalter M.#
2. 245.00~~0~~\$aClassic Irish drama\$cinroduced by W.A. Armstrong#
 505.00~~0~~\$aContents: The Countess Cathleen / W.B. Yeats - The playboy of the Western world / J.M. Synge#
 700.12~~0~~\$aYeats\$hW. B.\$uThe\$tCountess Cathleen#
 700.12/1~~0~~\$aSynge\$hJ. M.\$uThe\$tplayboy of the Western world#
3. 100.1~~0~~~~0~~\$aHoward\$hSidney#
 245.10~~0~~\$aSinclair Lewis' Dodsworth\$c dramatized by Sidney Howard#
 700.12~~0~~\$aLewis\$hSinclair\$tDodsworth#

TAG 710 ADDED ENTRY - CORPORATE NAME

Definition

First indicator	1 - Name entered under place or jurisdiction
	2 - Name entered in direct order

	3 - Conference or Meeting name
Second indicator	1 - Added entry 2 - Analytical entry
Subfield codes	\$a Entry element \$c Subordinate body or related body \$i Number of conference, etc. \$j Location of conference, etc. \$k Date of conference, etc. \$m General material designation (GMD) \$q Additions to names \$t Title element in name-title subject heading: title access point required \$u Non-filing element \$x ISSN

This field is repeatable. Subfields \$c and \$q are repeatable.

Examples:

- 245.00Ø\$aNondestructive testing handbook\$cedited for the Society for Nondestructive Testing\$c by Charles Robert McMaster#
710.21Ø\$aSociety for Nondestructive Testing#
- 245.00Ø\$aNeurobiology of invertebrates\$bmechanisms of rhythm regulation\$cedited\$cbby J. Salanki#
500.Ø0Ø\$aA satellite symposium of the XXVth International Congress of Physiological Sciences held at Biological Research Institute of the Hungarian Academy of Sciences in Tihany on Aug. 2-5, 1971#
710.21Ø\$aInternational Congress of Physiological Sciences \$i25th\$k1971\$jMunich#

TAG 740 ADDED ENTRY - UNIFORM TITLE HEADING

Definition

First indicator	None
Second indicator	0 to 9 - Non-filing characters
Subfield codes	\$a Uniform title or collective title \$d Medium of performance (music) \$e Serial number (music)

\$f Opus or thematic index
 number (music)
 \$g Number within opus (music)
 \$h Key (music)
 \$k Arrangement (music)
 \$l 2nd party to treaty, etc.
 \$c Date of treaty, etc.
 \$m General material
 designation (GMD)
 \$o Year of imprint
 \$p Subheading or collective
 subtitle or part of a work
 \$q Parenthetical identifying
 element
 \$r Language
 \$v Version of Holy Works
 \$x ISSN

This field is repeatable. Subfields \$q and \$p are repeatable.

TAG 745 ADDED ENTRY - OTHER TITLE

	<u>Definition</u>
First indicator	0 - Title added entry excluding variant title 1 - Variant title added entry
Second indicator	0 to 9 - Non-filing characters
Subfield codes	\$a Title added entry \$m General material designation (GMD) \$x ISSN

This field is repeatable.

Examples:

1. 245.10~~0~~\$aAnson's Law of contract#
 745.00~~0~~\$aLaw of contract#
2. 245.00~~0~~\$aCrystal growth\$bselected articles from
 Scientific American#
 745.00~~0~~\$aScientific American#
3. 500.~~0~~~~0~~\$aCover title: The biochemistry of the
 carotenoids#
 745.14~~0~~\$aThe biochemistry of the carotenoids#

TAG 780 LINKING ENTRIES - PRECEDING ENTRY

	<u>Definition</u>
First indicator	0 - Print a note 1 - Do not print
Second indicator	0 - Continues 1 - Continues in part 4 - Formed by union of ----- and ----- 5 - Absorbed 6 - Absorbed in part
Subfield codes	\$a Corporate/Personal name main entry \$t Full title \$x ISSN \$u Non-filing element

This field is used for serials only. The first indicator is used to indicate whether to print the preceding entry statement in the output or not.

Example:

1. 780.00\$J\$tJournal of farm management#
 This will output as Continues: Journal of farm
 management

TAG 785 LINKING ENTRIES - SUCCEEDING ENTRY

	<u>Definition</u>
First indicator	0 - Print a note 1 - Do not print
Second indicator	0 - Continued by 1 - Continued in part by 4 - Absorbed by 5 - Absorbed in part by 6 - Split into ---- and ---- 7 - Merged with ---- to form 8 - Changed back to
Subfield codes	\$a Corporate/Personal name main entry \$t Full title \$x ISSN \$u Non-filing element

This field is used for serials only. The first indicator is used to indicate whether to print the succeeding entry statement in the output or not.

TAG 800 SERIES/SOURCE ADDED ENTRY - PERSONAL NAME/TITLE

	<u>Definition</u>
First indicator	0 - Single name/Name of person given in direct order 1 - Single surname/Inverted name/Single title of nobility 2 - Multiple surname/Compound surname/Inverted compound name 3 - Name of family
Second indicator	2 - Analytical entry
Subfield codes	\$a Entry element \$c Dates \$d Additions to names appearing between the entry element and other parts of the name (Non-filing) \$e Roman numerals \$f Additions to names other than dates (e.g. title of nobility) \$h Forenames \$l Parenthetical general designation \$m General material designation (GMD) \$p Alphabetic or numeric designation and/or title of subseries \$q Spelled out form of name \$t Title element in name-title subject heading: title access point required \$u Non-filing element without punctuation) \$v Volume numbering and/or issue number \$w Year \$y Pagination \$x ISSN

This field is repeatable.

Example:

1. 490.10~~0~~\$aPlays\$eEugene Ionesco\$vv.3#
800.1~~0~~~~0~~\$aIonesco\$hEugene\$c1912-\$sPlays\$vv.3#

TAG 810 SERIES/SOURCE ADDED ENTRY - CORPORATE/
CONFERENCE OR MEETING NAME/TITLE

	<u>Definition</u>
First indicator	1 - Name entered under place or jurisdiction 2 - Name entered directly 3 - Conference or Meeting name
Second indicator	2 - Analytical entry
Subfield codes	\$a Entry element \$c Subordinate body or related body \$i Number of conference, etc. \$j Location of conference, etc. \$k Date of conference, etc. \$m General material designation (GMD) \$p Subheading or collective subtitle or part of a work \$q Additions to names \$t Title element in name-title subject heading: title access point required \$u Non-filing element \$v Volume numbering and/or issue number \$w Year \$y Pagination \$x ISSN

This field is repeatable. Subfields \$p, \$q are repeatable.

TAG 840 SERIES/SOURCE ADDED ENTRY - TITLE TRACED
DIFFERENTLY

	<u>Definition</u>
First indicator	None
Second indicator	0 to 9 - Non-filing characters
Subfield codes	\$a Series title \$p Alphabetic or numeric designation and/or title of subseries \$q Qualifier to title

\$m General material
 designation (GMD)
 \$v Volume numbering and/or
 issue number
 \$w Year
 \$y Pagination
 \$x ISSN

This field is repeatable. Subfields \$p, \$q are repeatable.

Examples:

1. 490.10ØØ\$aDevelopments in endocrinology series#
 840.ØØØ\$aDevelopments in endocrinology#
2. 500.ØØØ\$aOriginally issued in the series: Environmental
 studies, v.32#
 840.ØØØ\$aEnvironmental studies\$vv.32#
3. 490.10ØØ\$aLecture note series\$qLondon Mathematical
 Society\$vno.12#
 840.ØØØ\$aLecture note series\$qLondon Mathematical
 Society\$vno. 12#
 This will output as Lecture note series (London
 Mathematical Society) ; no.12.

TAG 850 HOLDINGS INFORMATION

	<u>Definition</u>
Indicators	None
Subfield codes	\$a Reporting library/informa- tion centre symbol \$b Holdings \$d Inclusive dates \$k Incomplete statement \$e Missing issues

This field is repeatable. It is used for serials holdings.

Example:

1. 850.ØØØ\$aPDII\$bv.1-\$dl979-#

TAG 998 INSTITUTIONAL/BRANCH CODE

	<u>Definition</u>
Indicators	None
Subfield code	\$a Reporting library or information centre/branch symbol

A list of library and information centre codes and their branches if required should be prepared.

TAG 999 ACCESSION NUMBERS

	<u>Definition</u>
Indicators	None
Subfield code	\$a Accession no./Transaction no.

SUMMARY OF FIXED FIELD, VARIABLE TAGS, INDICATORS
AND SUBFIELD CODES

<u>TAG</u>	<u>DEFINITION</u>	<u>INDICATORS</u>	<u>SUBFIELD CODES</u>
001	Record control no.		\$a Control no.
008	Fixed-field data elements		
	<u>Information codes</u>	<u>Position</u>	
	Date entered on file	0-5	
	Type of publication date	6	
	Date 1	7-10	
	Date 2	11-14	
	Country of publication code	15-17	
	Illustration codes	18-21	
	Intellectual level code	22	
	Physical medium code	23	
	Form of contents codes	24-27	
	Government publication indicator	28	
	Conference indicator	29	
	Title page availability code (for serials only)	30	
	Index availability code (for serials only)	31	
	Frequency (for serials only)	32	
	Literary text code	33	
	Language code	35-37	
	Blanks	38-39	
010	LC card number		\$a LC card number
015	National bibliography number		\$a National bibliography number
020	ISBN	First indicator: Blank Second indicator: 0 - ISBN relates to work 1 - ISBN relates to volume or part of work	\$a Valid ISBN \$c Type of cover qualifier \$z Invalid ISBN
022	ISSN		\$a ISSN
040	Cataloguing source		\$a Name of cataloguing agency, designated by a code

<u>TAG</u>	<u>DEFINITION</u>	<u>INDICATORS</u>	<u>SUBFIELD CODES</u>
041	Languages	First indicator: 0 - Multilanguage 1 - Translation	\$a Codes describing languages of main text or translation \$b Codes describing languages of summaries, parts, notes, etc.
043	Geographic area code		\$a Geographic area code
080	Universal Decimal Classification number		\$a UDC number
082	Dewey Decimal Classification number		\$a Base number \$b Edition of DC schedules
090	Local call number	First indicator: 0 - Book in Main library 1 - Book in Branch Library/ies 2 - Book also in Branch Library/ies	\$a Class number \$b Book number \$c Size prefix \$d Location prefix \$f Collection term
100	Main entry - Personal name	First indicator: 0 - Single name/Name of person given in direct order 1 - Single surname/Inverted name/Single title of nobility 2 - Multiple surname/Compound surname/Inverted compound name 3 - Name of family Second indicator: 2 - Analytical entry	\$a Entry element \$c Dates \$e Roman numerals \$d Additions to names appearing between the entry element and other parts of the name (Non-filing) \$f Additions to names other than dates (e.g. titles of nobility) \$h Forenames \$l Parenthetical general designation \$q Spelled out form of name \$u Non-filing element (without punctuation)

<u>TAG</u>	<u>DEFINITION</u>	<u>INDICATORS</u>	<u>SUBFIELD CODES</u>
			\$w Filing element (Non-printing)
			\$y Designation of function
110	Main entry - Corporate/ Conference or Meeting name	First indicator: 1 - Name entered under place or jurisdiction 2 - Name entered in direct order 3 - Conference or Meeting name Second indicator: 2 - Analytical entry	\$a Entry element \$c Subordinate body or related body \$i Number of conference, etc. \$k Date of conference, etc. \$j Location of conference, etc. \$q Additions to names \$u Non-filing element
222	Key-title (for serials only)	First indicator: Blank Second indicator: 0 to 9 - Non-filing characters	\$a Key-title \$b Added parenthetical information
226	Abbreviated title (for serials only)		\$a Abbreviated title
240	Uniform title	First indicator: 0 - Uniform title main entry heading 1 - Uniform title access point required 2 - No uniform title access point Second indicator: 0 to 9 - Non-filing characters	\$a Uniform title or collective title \$d Medium of performance (music) \$e Serial number (music) \$f Opus or thematic index number (music) \$g Number within opus (music) \$h Key (music) \$k Arrangement (music) \$l 2nd party to treaty, etc. \$c Date of treaty, etc. \$m General material designation (GMD)

<u>TAG</u>	<u>DEFINITION</u>	<u>INDICATORS</u>	<u>SUBFIELD CODES</u>
			\$o Year of imprint
			\$p Subheading or collective sub- title or part of a work
			\$q Parenthetical identifying element
			\$r Language
			\$v Version of Holy Works
241	Romanized title	First indicator: 0 - Main entry 1 - Title access point required 2 - No title access required Second indicator: 0 to 9 - Non-filing characters	\$a Romanized title
242	Translated title	First indicator: 1 - Title access point required 2 - No title access required Second indicator: 0 - 9 - Non-filing characters	\$a Translated title
245	Title & statement of responsibility area	First indicator: 0 - Main entry 1 - Title access point required 2 - No title access required Second indicator: 0 to 9 - Non-filing characters	\$a Title proper \$b Other title information \$c Statement of responsibility \$f Supplementary statement of responsibility \$i Second or subsequent title by the same author in an item lacking a collective title \$j Second or sub- sequent title by a different author in an item lacking a

<u>TAG</u>	<u>DEFINITION</u>	<u>INDICATORS</u>	<u>SUBFIELD CODES</u>
			collective title
			\$l Parallel title
			\$m General material designation (GMD)
248	Multi-level description	First indicator: 1 to 9 - Level of information Second indicator: 0 to 9 - Non-filing characters	\$b Other title information \$c Statement of responsibility \$f Supplementary statement of responsibility \$g Volume or part number \$h Volume or part title \$i Second or subsequent title by the same author in an item lacking a collective title \$j Second or subsequent title by a different author in an item lacking a collective title \$l Parallel title
250	Edition area	First indicator: Blank Second indicator: 0 - Edition area relates to work 1 - Edition area relates to volume or part of work edition	\$a Edition statement \$c Statement of responsibility relating to the edition \$d Supplementary statement of responsibility relating to the edition \$e Supplementary edition statement
255	Numeric and/or alphabetic, chronological or other designation area (for serials only)		\$a Numeric and/or alphabetic, chronological or other designation
256	Mathematical data area (for cartographic materials only)		\$a Statement of scale

<u>TAG</u>	<u>DEFINITION</u>	<u>INDICATORS</u>	<u>SUBFIELD CODES</u>
			\$b Additional scale information
			\$c Statement of projection
			\$d Statement of coordinates
			\$e Statement of equinox
260	Publication and	First indicator: Blank	\$a Place of publication, etc.
		Second indicator:	\$b Name of publisher, etc.
		0 - Publication, distribution, etc. area relates to work	\$c Date of publication, etc.
		1 - Publication, distribution, etc. area relates to volume or part of work	\$d Full address of publisher, etc.
			\$e Statement of function of publisher, distributor etc. (A/V)
			\$f Place of distribution (A/V)
			\$g Name of distributor (A/V)
			\$h Date of distribution (A/V)
			\$i Place of manufacture/ printing (A/V)
			\$j Name of manufacturer/ printer (A/V)
			\$k Date of manufacture/ printing (A/V)
			\$l Full address of distributor (A/V)
300	Physical description area		\$a Extent of item
			\$b Other physical details
			\$c Dimensions
			\$e Accompanying material
			\$f Physical condition of material (For

<u>TAG</u>	<u>DEFINITION</u>	<u>INDICATORS</u>	<u>SUBFIELD CODES</u>
			national bibliography)
350	Price/Value		\$a Price/Value other than hire fee \$c Hire fee
440	Series/Source statement (traced)	First indicator: 0 - Series/source relates to work 1 - Series/source relates to volume or part of work Second indicator: 0 to 9 - Non-filing characters	\$a Entry element of series/ source \$b Other title information of series/ source or subseries \$c Statement of responsibility \$l Parallel title of series/ source or subseries \$p Alphabetic or numeric designation and/ or title of subseries \$v Vol. numbering and/ or issue no. \$w Year \$y Pagination \$x ISSN
490	Series/Source statement (untraced or traced differently)	First indicator: 0 - Series/source untraced 1 - Series/source traced in a different form in fields 800-840 Second indicator: 0 - Series/source relates to work 1 - Series/source relates to volume or part of work	\$a Entry element of series/ source \$b Other title information of series/ source or subseries \$c Statement of responsibility \$l Parallel title of series/ source or subseries \$p Alphabetic or numeric designation and/ or title of subseries \$v Vol. numbering and/ or issue no.

<u>TAG</u>	<u>DEFINITION</u>	<u>INDICATORS</u>	<u>SUBFIELD CODES</u>
			\$w Year \$y Pagination \$x ISSN
500	General notes	First indicator: Blank Second indicator: 0 - Note relates to work 1 - Note relates to volume or part of work	\$a General note
501	"With" note	First indicator: Blank Second indicator: 0 - Note relates to work 1 - Note relates to volume or part of work	\$a "With" note
502	Dissertation note	First indicator: Blank Second indicator: 0 - Note relates to work 1 - Note relates to volume or part of work	\$a Dissertation note
503	Bibliographical history note (for National bibliography only)	First indicator: Blank Second indicator: 0 - Note relates to work 1 - Note relates to volume or part of work	\$a Bibliographical history note
504	Bibliography note	First indicator: Blank Second indicator: 0 - Note relates to work 1 - Note relates to volume or part of work	\$a Bibliography note

<u>TAG</u>	<u>DEFINITION</u>	<u>INDICATORS</u>	<u>SUBFIELD CODES</u>
505	Contents note	First indicator: Blank Second indicator: 0 - Note relates to work 1 - Note relates to volume or part of work	\$a Contents note
506	Collection note		\$a Collection note
508	Statement of responsibility note note		\$a Statement of responsibility
510	Nature, scope or artistic form note (for National bibliography only)		\$a Nature, scope or artistic form note
514	Translation/Adaptation note (for National bibliography only)		\$a Translation/ adaptation note
520	Summary note		\$a Summary note
521	Audience note (for National bibliography only)	First indicator: Blank Second indicator: 0 - Note relates to work 1 - Note relates to volume or part of work	\$a Audience note
530	Publication & distribution note (for National bibliography only)		\$a Publication & distribution
533	Reproduction note (for National bibliography)		\$a Type of reproduction \$b Place of reproduction \$c Date of reproduction \$d Agency for reproduction \$e Physical description of reproduction

<u>TAG</u>	<u>DEFINITION</u>	<u>INDICATORS</u>	<u>SUBFIELD CODES</u>
534	Original version note (for National bibliography only)		\$a Entry element \$b Edition statement \$c Publisher & distributor \$e Physical description \$m General materia: designation (GMI \$t Title statement of original version \$x ISSN \$z ISBN
535	Repository note for manuscript, oral tape collection (for National bibliography only)		\$a Repository note
600	Personal name as subject	First indicator: 0 - Single name/ Name of person given in direct 1 - Single surname/ Inverted name/ Single title of nobility 2 - Multiple surname/ Compound surname/ Inverted compound name 3 - Name of family Second indicator: 2 - Analytical entry	\$a Entry element \$c Dates \$e Roman numerals \$d Additions to names appearing between the entry element and other parts of the name (Non-filing) \$f Additions to names other than dates (e.g. titles of nobility) \$h Forenames \$l Parenthetical general designation \$q Spelled out form of name \$t Title element in name-title subject heading title access point required \$u Non-filing element with- out punctuation) \$w Filing element (Non-printing)

<u>TAG</u>	<u>DEFINITION</u>	<u>INDICATORS</u>	<u>SUBFIELD CODES</u>
			\$x General subdivisi \$y Period subdivisio (Chronological) \$z Place subdivisio
610	Corporate/Conference or Meeting name as subject	First indicator: 1 - Name entered under place or jurisdiction 2 - Name entered in direct order 3 - Conference or Meeting name Second indicator: 2 - Analytical entry	\$a Entry element \$c Subordinate body or related body \$i Number of conference, etc. \$j Location of conference, etc. \$k Date of conference etc. \$q Additions to names \$t Title element in name-title subject heading: title access point required \$u Non-filing element \$x General subdivision \$y Period subdivision (Chronological) \$z Place subdivision
640	Uniform title heading as subject	First indicator: Blank Second indicator: 0 to 9 - Non-filing characters	\$a Uniform title or collective title \$d Medium of perfor- mance (music) \$e Serial number (music) \$f Opus or thematic index number (music) \$g Number within opus (music) \$h Key (music) \$k Arrangement (music) \$l 2nd party to treaty, etc. \$c Date of treaty, etc. \$o Year of imprint \$p Subheading or collective sub-

<u>TAG</u>	<u>DEFINITION</u>	<u>INDICATORS</u>	<u>SUBFIELD CODES</u>
			title or part of a work \$q Parenthetical identifying element \$r Language \$v Version of Holy Works \$x General subdivision \$y Period subdivision (Chronological) \$z Place subdivision
645	Title subject heading	First indicator: Blank Second indicator: 0 to 9 - Non-filing characters	\$a Title \$x General subdivision \$y Period subdivision (Chronological) \$z Place subdivision
650	Topical subject heading	First indicator: Blank Second indicator: 0 - LC subject heading 1 - National list of subject heading 2 - NLM subject heading 4 - Other subject heading	\$a Topical subject heading \$x General subdivision \$y Period subdivision (Chronological) \$z Place subdivision
651	Geographic name as subject	First indicator: Blank Second indicator: 0 - LC subject heading 1 - National list of subject heading 2 - NLM subject heading 4 - Other subject heading	\$a Geographic name or place element \$x General subdivision \$y Period subdivision (Chronological) \$z Place subdivision

<u>TAG</u>	<u>DEFINITION</u>	<u>INDICATORS</u>	<u>SUBFIELD CODES</u>
690	Descriptor		\$a Primary descriptors \$b Secondary descriptors
700	Added entry - Personal name	First indicator: 0 - Single name/ Name of person given in direct order 1 - Single surname/ Inverted name/ Single title of nobility 2 - Multiple sur- name/Compound surname/ Inverted compound name 3 - Name of family Second indicator: 1 - Added entry 2 - Analytical entry	\$a Entry element \$c Dates \$e Roman numerals \$d Additions to names appearing between the entry element and other parts of the name (Non- filing) \$f Additions to names other than dates (e.g. titles of nobility) \$h Forenames \$l Parenthetical general designation \$m General material designation (GMD) \$q Spelled out form of name \$t Title element in name-title subject heading: title access point required \$u Non-filing element (with- out punctuation) \$w Filing element (Non-printing) \$x ISSN \$y Designation of function
710	Added entry - Corporate/ Conference or Meeting name	First indicator: 1 - Name entered under place or jurisdiction 2 - Name entered in direct order 3 - Conference or Meeting name Second indicator: 1 - Added entry 2 - Analytical entry	\$a Entry element \$c Subordinate body or related body \$i Number of conference, etc. \$j Location of conference, etc. \$k Date of conference, etc. \$m General material designation (GMD)

<u>TAG</u>	<u>DEFINITION</u>	<u>INDICATORS</u>	<u>SUBFIELD CODES</u>
			\$q Additions to name \$t Title element in name-title subject heading: title access point required \$u Non-filing element \$x ISSN
740	Added entry - Uniform title heading	First indicator: Blank Second indicator: 0 to 9 - Non-filing characters	\$a Uniform title or collective title \$d Medium of performance (music) \$e Serial number (music) \$f Opus or thematic index number (music) \$g Number within opus (music) \$h Key (music) \$k Arrangement (music) \$l 2nd party to treaty, etc. \$c Date of treaty, etc. \$m General material designation (GMD) \$o Year of imprint \$p Subheading or collective sub- title or part of a work \$q Parenthetical identifying element \$r Language \$v Version of Holy Works \$x ISSN
745	Added entry - other title traced differently	First indicator: 0 - Title added entry exclud- ing variant title	\$a Title added entry \$m General material designation (GMD) \$x ISSN

<u>TAG</u>	<u>DEFINITION</u>	<u>INDICATORS</u>	<u>SUBFIELD CODES</u>
			1 - Variant title added entry Second indicator: 0 to 9 - Non-filing characters
780	Linking entries - Preceding entry (for serials only)	First indicator: 0 - Print a note 1 - Do not print Second indicator: 0 - Continues 1 - Continues in part 4 - Formed by union of ---- and ---- 5 - Absorbed 6 - Absorbed in part by	\$a Corporate/Personal name main entry \$t Full title \$u Non-filing element \$x ISSN
785	Linking entries - Succeeding entry (for serials only)	First indicator: 0 - Print a note 1 - Do not print Second indicator: 0 - Continued by 1 - Continued in part by 4 - Absorbed by 5 - Absorbed in part by 6 - Split into---- and ---- 7 - Merged with ---- to form 8 - Changed back to	\$a Corporate/Personal name entry \$t Full title \$u Non-filing element \$x ISSN
800	Series/Source added entry - Personal name/Title	First indicator: 0 - Single name/ Name of person given in direct order 1 - Single surname/ Inverted name/ Single title of nobility 2 - Multiple sur-	\$a Entry element \$c Dates \$e Roman numerals \$d Additions to names appearing between the entry element and other parts of the name (Non- filing) \$f Additions to names other than dates

TAG DEFINITIONINDICATORSSUBFIELD CODES

	name/Compound surname/Inverted compound name		(e.g. titles of nobility) \$h Forenames
3 -	Name of family	\$l	Parenthetical general designation
Second indicator:			
2 -	Analytical entry	\$m	General material designation (GMD)
		\$p	Alphabetic or numeric designa- tion and/or title of subseries
		\$q	Spelled out form of name
		\$t	Title element in name-title series/source heading: title access point required
		\$u	Non-filing element (without printing
		\$v	Vol. numbering and/or issue no.
		\$w	Year
		\$y	Pagination
		\$x	ISSN
810	Series/Source added entry - Corporate/ Conference or Meeting name/Title	First indicator:	\$a Entry element
		1 - Name entered under place or juris- diction	\$c Subordinate body or related body
		2 - Name entered in direct order	\$i Number of con- ference, etc.
		3 - Conference or Meeting name	\$j Location of con- ference, etc.
		Second indicator:	\$k Date of conference, etc.
		2 - Analytical entry	\$m General material designation (GMD)
			\$p Subheading or collective sub- title or part of a work
			\$q Additions to names
			\$t Title element in name-title series/ source heading: title access point required
			\$u Non-filing element

<u>TAG</u>	<u>DEFINITION</u>	<u>INDICATORS</u>	<u>SUBFIELD CODES</u>
			\$v Vol. numbering and/or issue no. \$w Year \$y Pagination \$x ISSN
840	Series/Source added entry - Title traced differently	First indicator: Blank Second indicator: 0 to 9 - Non-filing characters	\$a Series/Source title \$p Alphabetic or numeric designation and/ or title of sub- series \$q Qualifier to title \$m General material designation (GMD) \$v Vol. numbering and/or issue no. \$w Year \$y Pagination \$x ISSN
850	Holdings information (for serials only)		\$a Reporting library symbol \$b Holdings \$d Inclusive dates \$k Incomplete statement \$l Missing issues
998	Institutional/Branch code		\$a Reporting library/ branch symbol
999	Accession number		\$a Accession number/ Transaction number

Appendix C

NAMES AND SUBJECT AUTHORITIES: AN INDOMARC FORMAT

The Authority record structure

Each authority record contains the following parts:

- (a) The Leader, sometimes called the record label, is a fixed field area of 24 characters.
- (b) The Record directory is a sequence of data elements in the record, each consisting of 12 characters. A directory entry contains the tag number, the field length and the starting character position of each control and variable field.
- (c) The Control fields contain alphanumeric data, many of which have a fixed length data.
- (d) The Variable fields are made up of variable length alphanumeric data. Each variable field is identified by a three-character numeric tag and ends with a field terminator. They also contain two positions for indicators and a varying number of two-character subfield codes. The variable fields are generally repeatable.

LEADER/RECORD LABEL

The leader is a fixed field of 24 characters and the information is held at fixed positions within the field. The leader contains the following information:

Data element	Number of characters	Character position
-----	-----	-----
Logical record length	5	0-4
Record status	1	5
Implementation codes		
Type of record	1	6
Blanks	3	7-9
Indicator count	1	10
Subfield code count	1	11
Base address of data	5	12-16
Blank	1	17
Length of 'Length of data field'	1	20
Length of 'Starting character position'	1	21
Blanks	2	22-23
-----	-----	-----

Logical record length

The logical record length consists of the total number of characters in the record. The number is right-justified and the preceding empty character positions are filled with zeros.

Record status

The record status code is provided for file maintenance purposes.

- n - new record
- c - corrected or revised record
- d - deleted record

Value 'd' is used when the record is deleted and replaced by a new authority record.

Implementation codes

Type of record

The type of record indicates the authority data recorded.

- z - Authority data

Indicator count

The indicator count refers to the number of indicators at the start of each variable field. The indicator count is always set at 2.

Subfield code count

Each data element within a variable field is identified by a two-character code, consisting of a dollar sign (\$) followed by a single lower case letter.

Base address of data

The base address of data is five digit long and contains a number which is the starting character position of the first control field within the record, i.e. it is equivalent to the length of the leader and the directory (including the directory field terminator). The number is right-justified and the preceding character positions are filled with zeros.

Length of 'Length of data field'

A single digit is used to indicate the length in characters of the 'Length of data field' part of each directory entry. It has the value of 4.

Length of 'Starting character position'

A single digit is used to indicate the length in characters of the 'Starting character position' part of each directory entry. It has the value of 5.

RECORD DIRECTORY

The directory is machine-generated and consists of a series of data elements, each consisting of 12 characters. A directory entry comprises of three parts:

----- ----- -----
TAG FIELD LENGTH STARTING CHARACTER POSITION
----- ----- -----
0 2 3 6 7 11

- | | | |
|-------|-----------------------------|--------------|
| (i) | Tag | 3 characters |
| (ii) | Field length | 4 characters |
| (iii) | Starting character position | 5 characters |

Tag

A tag is a three-digit code that defines the bibliographic function of the data field to which it applied, e.g. tag 100 always refers to a personal author authority record.

Field length

The field length consists of the number of characters in the field identified by the tag. The length includes all indicators, subfield codes and the field terminators. The number is right-justified and the initial unused character positions are filled with zeros.

Starting character position

The starting character position is a five-character number giving the position of the first character in the field, relative to the first character in field 001, which is counted as zeros. The number is right-justified and the unused character positions are filled with zeros.

CONTROL FIELDS

The control fields generally have no indicators and no subfield codes. The control fields used in the authority record are:

- 001 Record control number
- 008 Information codes field

These contain information by which the record may be manipulated.

VARIABLE FIELDS

The variable fields contain the authority information of the names and subject data of the record. It includes:

- (i) The name or subject authority heading in use.
- (ii) A single or a number of See from references of the authority heading.
- (iii) See also from references of the authority heading, if any. Each variable field ends with a field terminator. The information in the field is further subdivided into sub-elements which are introduced by subfield codes.

Tag 001 Authority Record Control No.

Indicators	None
Subfield code	\$a Authority record control no.

The control number consists of 10 digits, comprising of an initial two digits to represent the year the record was created and a serial portion of eight digits long. The assignment of the serial numbers may be apportioned to the participating agencies.

Tag 008 Fixed-length data elements

<u>Information codes</u>	<u>Position</u>
Data entered on file	0-5
Direct/Indirect geographic subdivision code	6
Blanks	7-8
Authority reference record code	9
Cataloguing rules code	10
Subject heading system code	11
Blanks	12-13
Heading use code - Main or Added entry	14
Heading use code - Subject added entry	15
Blanks	16-27
Type of government agency code	28
Blanks	29-32
Status of authority heading code	33
Blank	34
Language of heading code	35-37
Blank	38-39

Date entered on file (Character position 0-5)

This indicates the date a record was entered into the system and it is computer-generated. The date is given in Year/Month/Day order with two characters for each.

Example:

-----	-----	-----	= 1st August 1986
86	08	01	
-----	-----	-----	

Direct/Indirect Geographic subdivision code (Character position 6)

A one-character alphabetic code is used to indicate whether a heading is subdivided geographically by the direct or indirect method of subdivision.

- b/-- Not subdivided geographically
- d - Subdivided geographically - direct
- i - Subdivided geographically - indirect
- n - Not applicable

Blanks (Character position 7-8)

Authority reference record code (Character position 9)

A one-character alphabetic code is used to indicate whether the record is an authority record or a reference record.

- a - Authority record
- b - Reference record (untraced)
- c - Reference record (traced)

Cataloguing rules code (Character position 10)

A one-character alphabetic code indicates the cataloguing rules used for the establishing the name heading.

- b - AACR 1
- c - AACR 2
- l - Local cataloguing code

Subject heading system code (Character position 11)

A one-character alphabetic code is used to indicate the subject heading system for establishing the heading.

- a - Library of Congress subject headings
- b - National list of subject headings
- c - National Library of Medicine subject headings
- n - Not applicable (i.e. not a subject heading)

Blanks (Character position 12-13)

Heading use code - Main or Added entry (Character position 14)

A one-character alphabetic code is used to indicate whether the heading is appropriate for use as a main or added entry.

- a - Heading is appropriate for use
- b - Heading is inappropriate for use

Heading use code - Subject added entry (Character position 15)

A one-character alphabetic code is used to indicate whether the heading is appropriate for use as a subject added entry.

- a - Heading is appropriate for use
- b - Heading is inappropriate for use

Blanks (Character position 16-27)

Type of government agency code (Character position 28)

A one-character alphabetic code is used to indicate the type of government agency for the corporate heading.

- i - International governmental agency
- f - Federal/national governmental agency
- s - State, provincial, etc. jurisdiction agency
- l - Local jurisdiction agency (towns, municipal, district, village administration)
- h - Government agency - status undetermined
- q - Statutory agencies/quasi government agencies/companies partly owned by Government
- Ø - Blank (not a Government body)

A government agency code is provided if the work

- (i) is entered under a government heading
- (ii) has an added entry under a government heading,
- (iii) or, is published by a government body

Blanks (Character position 29-32)

Status of authority heading code (Character position 33)

A one-character alphabetic code is used to indicate the level of the establishment of a heading in the authority record.

- a - Fully established heading that has been used in a bibliographic record
- b - Memorandum (i.e. heading is established but has not been used in a bibliographic record)
- c - Provisional (i.e. heading cannot be established due to inadequate information)
- d - Preliminary (i.e. heading is established in connection with a bibliographic item that is not available at that time)
- n - Not applicable (i.e. heading is not an authority record)

Language of heading code (Character position 35-37)

A three-character alphabetic code is used to identify the language of the authority heading as contained in the LC's List of languages and language codes.

Blanks (Character position 38-39)

Tag 040 Authority record source

Indicators	None
Subfield code	\$a Original cataloguing source

A list of codes for the participating agencies as used in the cataloguing activity should be provided.

Tag 042 Authentication centre

Indicators	None
Subfield code	\$a Authentication centre

This field and the subfield are not repeatable. Authentication centres should be identified.

Tag 043 Geographic area code

Indicators	None
Subfield code	\$a Geographic area code

The field and subfield are not repeatable. The geographic area code as it appears in LC's Geographic area codes with expansion for Indonesia if required will be used.

Tag 100 Established heading - Personal name

First indicator	0 - Single name/Name of person given in direct order
	1 - Single surname/Inverted name
	2 - Multiple surname/Compound surname/Inverted compound name
	3 - Name of family
Second indicator	None
Subfield codes	\$a Entry element
	\$c Dates

\$e	Roman numerals
\$d	Additions to names appearing between the entry element and other parts of the name (Non- filing)
\$f	Additions to names other than dates (e.g. titles of nobility)
\$h	Forenames
\$l	Parenthetical general designation
\$q	Spelled out form of name
\$u	Non-filing element (without punctuation)
\$w	Filing element (Non-printing)

This field is not repeatable. Subfields \$u and \$w which are used for filing purposes are repeatable.

Tag 110 Established heading - Corporate/Conference or Meeting name

First indicator	1 - Name entered under place or jurisdiction
	2 - Name entered in direct order
	3 - Conference or Meeting name
Second indicator	2 Analytical entry
Subfield codes	\$a Entry element
	\$c Subordinate body or related body
	\$i Number of conference, etc.
	\$k Date of conference, etc.
	\$j Location of conference, etc.
	\$q Additions to names
	\$u Non-filing element

This field is not repeatable. Subfields \$c and \$q are repeatable. Subfield \$c is repeated for each subordinate body named. The number, date and location of a conference, etc. are input in the order \$i, \$k, \$j.

Tag 400 See from tracing - Personal name

First indicator	0 - Single name/Name of person given in direct order
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	1 - Single surname/ Inverted name
	2 - Multiple surname/ Compound surname/ Inverted compound name
Second indicator	None
Subfield codes	\$a Entry element \$c Dates \$e Roman numerals \$i Additions to names appearing between the entry element and other parts of the name (Non-filing) \$f Additions to names other than dates (e.g. titles of nobility) \$h Forenames \$l Parenthetical general designation \$q Spelled out form of name \$u Non-filing element (without punctuation) \$w Filing element (Non-printing)

This field is repeatable. Subfields \$u and \$w which are used for filing purposes are repeatable.

Tag 410 See also tracing - Corporate/Conference or Meeting name

First indicator	1 - Name entered under place or jurisdiction 2 - Name entered in direct order 3 - Conference or Meeting name
Second indicator	None
Subfield codes	\$a Entry element \$c Subordinate body or related body \$i Number of conference, etc. \$k Date of conference, etc. \$j Location of conference, etc. \$q Additions to names \$u Non-filing element (Chronological)

This field is repeatable. Subfields \$c and \$q are repeatable. Subfield \$c is repeated for each subordinate body named. The number, date and location of a conference, etc. are input in the order \$i, \$k, \$j.

Tag 500 See also from tracing - Personal name

First indicator	0 - Single name/Name of person given in direct order
	1 - Single surname/ Inverted name
	2 - Multiple surname/ Compound surname/Inverted compound name
	3 - Name of family

Second indicator None

Subfield codes	\$a Entry element
	\$c Dates
	\$e Roman numerals
	\$d Additions to names appearing between the entry element and other parts of the name (Non-filing)
	\$f Additions to names other than dates (e.g. titles of nobility)
	\$h Forenames
	\$l Parenthetical general designation
	\$q Spelled out form of name
	\$u Non-filing element (without punctuation)
	\$w Filing element (Non-printing)

This field is repeatable. Subfields \$u and \$w which are used for filing purposes are repeatable.

Tag 510 See also from tracing - Corporate/Conference or Meeting name

First indicator	1 - Name entered under place or jurisdiction
-----------------	---

	2 - Name entered in direct order
	3 - Conference or Meeting name
Second indicator	None
Subfield codes	\$a Entry element
	\$c Subordinate body under place or jurisdiction
	\$i Number of conference, etc.
	\$k Date of conference, etc.
	\$j Location of conference, etc.
	\$q Additions to names
	\$u Non-filing element

This field is repeatable. Subfields \$c and \$q are repeatable. Subfield \$c is repeated for each subordinate body named. The number, date and location of a conference, etc. are input in the order \$i, \$k, \$j.

Tag 650 Established heading - Topical subject

First indicator	None
Second indicator	0 - LC subject heading
	1 - National list of subject heading
	2 - NLM subject heading
	4 - Other subject heading
Subfield codes	\$a Topical subject heading
	\$x General subdivision
	\$y Period subdivision (Chronological)
	\$z Place subdivision

The field is not repeatable. Subfields \$x, \$y and \$z are repeatable.

Tag 651 Established heading - Geographic name

First indicator	None
Second indicator	0 - LC subject heading
	1 - National list of subject heading
	2 - NLM subject heading
	4 - Other subject heading
Subfield codes	\$a Geographic name or place element
	\$x General subdivision
	\$y Period subdivision (Chronological)

\$z Place subdivision

The field is not repeatable. Subfields \$x, \$y and \$z are repeatable.

Tag 750 See from tracing - Topical subject

First indicator	None
Second indicator	0 - LC subject heading 1 - National list of subject heading 2 - NLM subject heading 4 - Other subject heading
Subfield codes	\$a Topical subject heading \$x General subdivision \$y Period subdivision (Chronological) \$z Place subdivision

The field is repeatable. Subfields \$x, \$y and \$z are repeatable.

Tag 751 See from tracing - Geographic name

First indicator	None
Second indicator	0 - LC subject heading 1 - National list of subject heading 2 - NLM subject heading 4 - Other subject heading
Subfield codes	\$a Geographic name or place element \$x General subdivision \$y Period subdivision (Chronological) \$z Place subdivision

The field is repeatable. Subfields \$x, \$y and \$z are repeatable.

Tag 850 See also from tracing - Topical subject

First indicator	None
Second indicator	0 - LC subject heading 1 - National list of subject heading 2 - NLM subject heading 4 - Other subject heading
Subfield codes	\$a Topical subject \$x General subdivision

\$y Period subdivision
(Chronological)
\$z Place subdivision

This field is repeatable. Subfields \$x, \$y and \$z are repeatable.

Tag 851 See also from tracing - Geographic name

First indicator None
Second indicator 0 - LC subject heading
1 - National list of
subject heading
2 - NLM subject heading
4 - Other subject heading

Subfield codes \$a Geographic name or
place element
\$x General subdivision
\$y Period subdivision
(Chronological)
\$z Place subdivision

This field is repeatable. Subfields \$x, \$y and \$z are repeatable.

Tag 867 Usage or scope \$a Usage note

Indicators None
Subfield code \$a Usage code

The field is repeatable. Subfield \$a is not repeatable.

Tag 870 Source data

First indicator 0 - Information found in
reference sources
1 - Information not found in
reference sources
Second indicator None
Subfield codes \$a Citation statement
\$b Information source found in
reference sources

This field is repeatable. Subfields \$a and \$b are not repeatable.

[illegible]

FIELD NAME	MNEMONIC	TAG	T	H	I	L	C	D	R	S	A	C	B	V	F	I	I	I	I	I	T	E	E	S	S	N	I	L	V	A	E

FIELD	NAME	MNEMONIC	TAG	T	O F S E T	L E N G T H	N U M B E R I C	D E C I M A L	R E P R E S E N T	S U R P L I M E N T	P R I M A R Y	I N V E N T O R Y	I N V E N T O R Y	I N V E N T O R Y	I N V E N T O R Y	I N V E N T O R Y	E X T R A	E X T R A	S T R I P T	S T R I P T	N O N T R I B U T I O N	N O N T R I B U T I O N	I N V E N T O R Y	L O G I C A L	L O G I C A L	A R G U M E N T	E X I T				
Status of processing	STATUS	L100	4	2					Y		Y	Y	K	10	2																
Supplier	SUPPL	L200	4	6					Y		Y	Y	K	10	6																
Library	LIBRAR	L300	4	6					Y		Y	Y	K	10	6																
Call number	CALLNO	L310	-1	100					Y																						
Accession number	ACCNUM	L330	-1	6																											
Price	PRICE	L400	-1	100					Y	Y																					
Currency	CURREN	L401	-1	4					Y																						
Amount	AMOUNT	L402	-1	10					Y																						
Date ordered	DATEOR	L410	-1	10																											
Date received	DATERE	L420	-1	10																											
Requester	REQUES	L430	-1	100					Y	Y																					
Department	DEPT	L431	-1	50						Y																					
Person	PERSON	L432	-1	50						Y																					
Link to MARC record	LINK	L900	-1	6					Y																						
UDC Classification - Authority	UDCAUT	Z000	-1	100								Y	B	10	12																
Dewey class - authority	DEWAUT	Z010	-1	100								Y	B	10	12																
Personal author - authority	PERAUT	Z020	-1	500								Y	B	10	30	D															
Corporate author - authority	CORAUT	Z030	-1	2000								Y	B	40	16	N															
Uniform title - authority	UNIAUT	Z040	-1	2000								Y	B	40	16	N															
Personal name subject - authority	PSNAUT	Z100	-1	500								Y	B	10	40	N															
Corporate subject - authority	CSBAUT	Z110	-1	2000								Y	B	10	40	N															
Uniform title subject - authority	UTSAUT	Z130	-1	2000								Y	B	10	40	N															
Topical subject - authority	TOPAUT	Z150	-1	2000								Y	B	10	40	N															
Geographical subject - authority	GEOAUT	Z160	-1	2000								Y	B	10	40	N															
Tag of original field	TAGORI	Z960	-1	4																											
Dummy field for author/title srch	DUMMY	Z970	-1	8									Y	B	10	8	N														
Type of record	RECTYP	Z980	-1	4								Y	B	10	4																
Date entered	DATENT	Z990	-1	10																											
RECORD NUMBER	RECNO	A010	-1	100					Y																						
FIXED FIELDS	FIXED	A080	-1	40					Y																						
LC CARD NUMBER	LCNUMB	A100	-1	100					Y																						
National bibliography number	NBNUM	A150	-1	100																											
ISBN	ISBN	A200	-1	100					Y	Y																					
Cataloguing source	CATSOR	A400	-1	100																											
Language code	LANGCO	A410	-1	100						Y																					
Geographical area code	GEOCOD	A430	-1	100																											
UDC number	UDCNUM	A800	-1	100					Y			Y	B	10	12																
DEWEY CLASSIFICATION	DEWEY	A820	-1	100					Y	Y		Y	B	10	12																
Local call numbers	CALLNM	A900	-1	100					Y	Y		Y	B	10	12																
PERSONAL AUTHOR MAIN ENTRY	PERSAU	B000	-1	100					Y	Y		Y	B	10	30	D															
CORPORATE AUTHOR	CORPAU	B100	-1	500					Y	Y		Y	B	40	16	N															

1. MARCINP

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